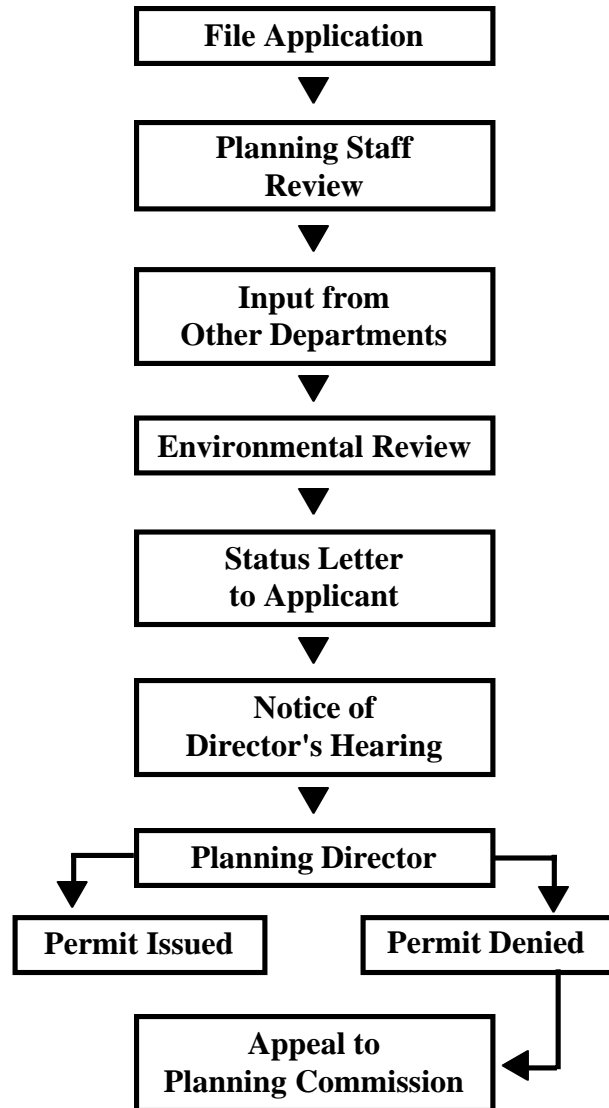


WHAT IS THE PROCESS?

The Site Development Permit process is summarized below.



If you have any additional questions, please call us at 535-7801.

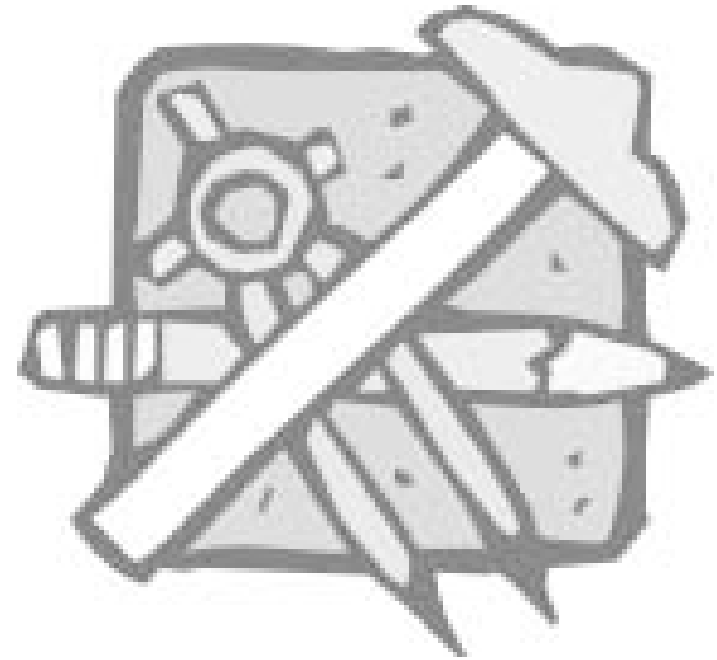
Para mas informacion,
por favor llame (408) 535-3555

For more information
call (408) 535-3555

CITY OF
SAN JOSE
CAPITAL OF SILICON VALLEY

City of San Jose
Planning, Building and Code Enforcement
200 East Santa Clara Street
San Jose, CA 95113-1905

Site Development Permit Process

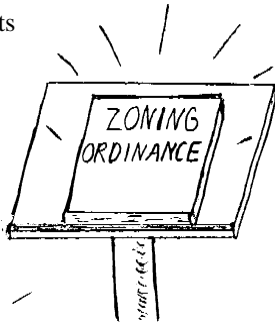


City of San Jose
Dept. of Planning, Building and Code Enforcement
www.sanjoseca.gov/planning

What is a Site Development Permit?

A Site Development Permit is a land development permit. Its purpose is to uphold the integrity of the community by ensuring that each project meets San José's high standards for architecture, site design, and landscaping. These standards are described in the City's Zoning Ordinance and summarized in the Department of Planning, Building and Code Enforcement's "design guidelines". There are separate guidelines for industrial, commercial, and residential development.

San José's General Plan serves as the guide for the City's future development. The Zoning Ordinance implements the broad policies of the City's General Plan by applying these goals to individual development projects. A Site Development Permit certifies that a project meets San José's development standards and allows an applicant to develop their project accordingly.



WHEN DO I NEED ONE?

A Site Development Permit is required to construct, enlarge, or install a building or structure. Any exterior alteration, pavement of a lot, or underground installation, requires such a permit. Minor alterations to a detached single family home do **not** require issuance of a Site Development Permit. However, you may be subject to a Single-Family House Permit. You can find out if your project requires a development permit by calling the Planning Divisions at (408) 535-7801.

WHAT ARE SOME TYPICAL PROJECT REVIEW ISSUES?

The primary objective is to ensure that the proposed project is functionally and architecturally compatible with adjacent structures. Some specific examples are listed below:

Site Design: yard size, garages, parking, circulation, driveways, building setbacks, and landscaping.

Building Design: architecture, materials, building height, bulk, and size.

Public Improvements: public sidewalks, curbs, gutters, and sewers.

In addition to these items, State law requires analysis of each project's potential environmental effects. A separate application for environmental review, is therefore, required. Please see our "Environmental Review Process" brochure for more information on this subject.

HOW DO I GET A SITE PERMIT?

Applications are available at the Planning Divisions. Items to be included are summarized below:

- **Property owners signature**
- **Environmental Review application**
- **Filing Fees**
- **Legal description of the property**
- **County Assessor's Map**
- **Development plans such as:** Site, Elevation, Landscaping, Floor Plans

WHO APPROVES SITE PERMIT?

The Director of Planning makes the decision and can approve, conditionally approve, or deny the Permit. This is done at the Director's Hearing. This public hearing gives the applicant, or neighboring citizens, an opportunity to voice their opinion. Director's Hearings are usually held every Wednesday at 9:00 a.m. except for the first Wednesday of the month. The decision of the Director may be appealed to the Planning Commission. The decision of the Commission is final.

HOW LONG DOES IT TAKE?



On average, it takes about 90 days to process the Permit. Much of that time is needed to notify the public of the hearing. You can expedite the review process by making sure your application is correctly and thoroughly completed. As mentioned, preliminary review may speed-up the process.

Submitting professionally drawn site plans can significantly reduce the time required to revise the plans to meet City Standards. Enlisting the services of an experienced professional can also increase your project's likelihood of approval by ensuring that your project is done correctly.